



STATE OF IDAHO
invites applications for the position of:

HVAC/R Mechanic - Journeyman

SALARY: \$25.69 - \$33.40 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 06/30/21
CLOSING DATE: 08/02/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies.

A-M-E-N-D-M-E-N-T

This announcement is amended. The Closing Date has been extended.

ANNOUNCEMENT NUMBERS and AREAS OF CONSIDERATION:

- a. **21-59-MN:** First consideration will be given to current enlisted members of the Idaho National Guard.
- b. **21-59-MW:** Open to all applicants. If an applicant cannot be selected from the above announcement, then other applicants may be considered (*military membership requirement will be waived*).

POSITION TITLE:	Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R) Mechanic - Journeyman
PAY GRADE:	NGA-9
POSITION CONTROL NUMBER:	5073
CLASS CODE:	20207
SALARY:	\$25.69 to \$33.40 Hourly (\$53,433 to \$69,462 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, Idaho Air National Guard, 124 Civil Engineer Squadron, Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Enlisted;

	Military Waived if selected under Announcement 21-59-MW
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC/R) MECHANIC - JOURNEYMAN
POSITION CONTROL NUMBER(S): 1187, 2920, 2921, 3027, 5073, 5091, 5197 & 5413
CLASS CODE NUMBER: 20207
SALARY GRADE: NGA-9

INTRODUCTION: This position is assigned to an Idaho National Guard facilities maintenance organization functioning within the State of Idaho – Military Division. The primary purpose of this position is to provide technical mechanical maintenance and minor construction services in the Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) trades. Provides on-the-job training for the organization's state employees participating in an approved apprenticeship program. Leads or supervises lower graded HVAC/R Technicians and HVAC/R Workers.

The duty assignment/location for position control numbers (PCNs):

- **PCNs 2920, 5091 & 5413** are assigned to the Construction and Facilities Management Office (CFMO), Idaho Army National Guard (IDARNG); duty location is Gowen Field
- **PCNs 1187, 2921 & 5197** are assigned to the Construction and Facilities Management Office (CFMO), Idaho Army National Guard (IDARNG); duty location is the Idaho Training Center - Orchard Range (ITC-OR), Gowen Field (off of the Main Base)
- **PCNs 3027 & 5073** are assigned to the Base Civil Engineering (BCE) Shop, 124 Civil Engineer Squadron (CES), Idaho Air National Guard (IDANG); duty location is Gowen Field

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Oversees journeyman and non-journeyman HVAC/R work throughout the Idaho Military Division (IMD) area of responsibility. Performs as an immediate supervisor or non-supervisory Work Leader to lower graded HVAC/R Technicians and HVAC/R Workers. Performs, directs and oversees the installation, modification and repairs of new and existing Energy Monitoring and Control Systems (EMCS); Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) equipment; chiller equipment and any related components or systems. Oversees non-Journeyman apprentice HVAC/R Technicians and contractor's work throughout the assigned areas/facilities of responsibility to see that it meets accepted trade standards and Idaho Code.
2. Troubleshoots, maintains, calibrates, tests and repairs EMCS, HVAC/R, air handlers, blower assemblies, chillers and control systems involving Direct Digital Control (DDC), electronic, pneumatic and hydraulic components. Adjusts controls and devices to maintain them within specified tolerances, and regulate temperatures, pressures and airflow to achieve equipment reactions in accordance with changing environmental conditions or desired operating requirements. Tests and adjusts instruments to accommodate critical tolerances and accuracies. Uses specialized equipment to balance air and water flows in HVAC systems. Provides information and statistical data upon request to the Energy Manager.
3. Repairs and maintains various cooling systems. Checks system gauges and instruments which indicate levels of water, oil, refrigerant and air pressure. Inspects for leaks, faulty functioning and proper operation. Repairs and replaces equipment to include compressors, water pumps, fans, coils, electric controls, gauges, valves, meters, solenoids, humidistat and

thermostats. Maintains proper levels of water, oil and refrigerants in the system as specified by operating maintenance guidelines.

4. Repairs and maintains ventilation systems. Some duties may include repair or replacement of motors, fan assemblies, v-belts, dampers and actuators. Regular inspections and maintenance is required through a recurring maintenance program to include coil cleanings, annual inspections and filter replacement.

5. Supervisory duties (if assigned). Performs established supervisory functions and practices pertaining to full-time and temporary state employees in accordance with Idaho Military Division State Employee Personnel Regulations (IMD 3) and applicable policies and procedures.

Establishes state employee performance standards; provides ongoing feedback and performance counseling; appraises performance not less than annually; and recommends corrective or disciplinary action when appropriate. Assigns and monitors the accomplishment of work. Coordinates personnel and position action requests (SPB Form 7), vacancy announcements, selection and hiring; employee training and development; and approves employee scheduling, leave and timesheets. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all Whistleblower Protection Program, EEO, security, and workplace safety practices, policies, and regulations at all times. Maintains a safe and drug/alcohol free workplace.

6. Interprets mechanical and electrical blueprints, engineering and architectural drawings and project specifications. Recognizes standard electrical and HVAC symbols used in design. Performs material take-off and prepares bill of materials. Estimates labor requirements. Applies knowledge of industry standards and codes to prepare layouts, sketches and technical plans.

7. Safely utilizes and operates tools and equipment commonly associated with HVAC/R equipment and electrical work, including digital volt-ohm-amp meter, refrigerant recovery and installation equipment, recording meters, manufacture's test instruments, system diagnostic software, laptop, palmtop and other computers and programs.

8. Follows Environmental Protection Agency (EPA), state, and federal regulations when working with refrigerants. Properly tracks and records all refrigerants being removed or installed while recharging or disposing of HVAC/R equipment. Provides records for the Environmental Compliance Officer to review.

9. Accurately estimates time and materials for HVAC/R jobs using acceptable estimating standards.

10. Performs other related duties and projects as necessary or assigned.

11. **124 CES (PCNs 3027 & 5073) only** may also include seasonal groundskeeping duties as necessary or assigned.

SUPERVISORY CONTROLS: Work is performed under general supervision and direction. Incumbent operates with a high degree of independence and uses applicable regulations, policies and procedures for technical guidance.

PERSONAL WORK CONTACTS: **PERSONAL WORK CONTACTS:** The incumbent's contacts are with military, state and federal technician personnel of the Idaho Military Division/Idaho National Guard; contractors; employees of other government agencies; and personnel of various activities/units visiting Gowen Field (main base and the ITC-OR).

WORKING CONDITIONS / PHYSICAL EFFORT: Works inside and outside in inclement weather, or icy, wet and slippery surfaces and in temperature extremes. Incumbent is subject to the dangers from exposure to high noise levels and high voltage. May work irregular hours and days, and be subject to call-back. Physical efforts include climbing, stooping, standing, bending, stretching and working in tiring and uncomfortable positions. Work requires moderate to strenuous physical exertion. Lifts heavy equipment and components weighing up to 60 pounds unaided.

FLSA Overtime Code: C (Covered; time and one-half)
EEOC: F08 (Skilled Craft)
WCC: 3724
JANUARY 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment).

- Must be an enlisted member of the Idaho National Guard. Provide your military grade, job title, MOS/AFSC and unit of assignment. *(Civilian applicants may apply under Announcement 21-59-MW)*
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Must possess or be able to obtain EPA certification (for example, Universal Certification for the Processing CFC/HCFC Refrigerants).
- Must have and maintain a current Idaho HVAC Journeyman Certificate of Competency/License as required by Idaho Code (§54-5008) and Administrative Rules of the Idaho Division of Building Safety.

Knowledge, Skills and Abilities (KSAs)

Applicants must have 24-months of specialized experience performing related duties as specified below.

- Thorough knowledge of the proper technical and safety practices relating to the HVAC/R field.
- Knowledge of refrigeration standards and EPA regulations.
- Skill and ability to interpret basic sketches, complex control schematics, detailed blueprints and specifications, and Environmental Protection Association regulations relating to the HVAC/R field.
- Ability to safely use hand and power tools associated with the HVAC/R field.
- Skill and ability to troubleshoot and repair complex systems such as large air conditioning and refrigeration units, compressors, pumps, electrical motors, variable speed drives and other parts of ventilation systems.
- Ability to diagnose and repair HVAC/R controls and computer controlled systems.
- Ability to be effective and efficient in organizing, planning and scheduling projects.
- Ability and skill to proficiently estimate labor man-hours and materials accurately for HVAC/R jobs using acceptable estimating standards.
- Experience supervising and training non-certified HVAC/R technicians and inspecting work performed by sub-contractors.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform. *(Not applicable to military waived civilian employees.)*
- d. Incumbent must be an enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment. *(Not applicable to military waived civilian employees.)*
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-59-MN/MW
HVAC/R MECHANIC - JOURNEYMAN
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

HVAC/R Mechanic - Journeyman Supplemental Questionnaire

- * 1. Mandatory Requirement: Must be an enlisted member of the Idaho National Guard. Provide your military grade, job title, MOS/ AFSC and unit of assignment. *If applying as a civilian under Announcement 21-59-MW, please indicate so.*

- * 2. Mandatory Requirement: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain).

- * 3. Mandatory Requirement: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. Mandatory Requirement: Must possess or be able to obtain EPA certification (for example, Universal Certification for the Processing CFC/HCFC Refrigerants).

Provide written response if you currently have the certification (attach supporting documentation to application); if not response on your willingness and ability to meet this condition of employment.

- * 5. Mandatory Requirement: Must have and maintain a current Idaho HVAC Journeyman Certificate of Competency/License as required by Idaho Code (§54-5008) and Administrative Rules of the Idaho Division of Building Safety

Do you certify you have the required license and attached to your application? In addition, this is verification of your willingness to maintain a valid license as required.

☐ Yes ☐ No

- * 6. KSA: **Thorough knowledge of the proper technical and safety practices relating to the HVAC/R field.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Knowledge of refrigeration standards and EPA regulations.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Skill and ability to interpret basic sketches, complex control schematics, detailed blueprints and specifications, and Environmental**

Protection Association regulations relating to the HVAC/R field.

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. KSA: **Ability to safely use hand and power tools associated with the HVAC/R field.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 10. KSA: **Skill and ability to troubleshoot and repair complex systems such as large air conditioning and refrigeration units, compressors, pumps, electrical motors, variable speed drives and other parts of ventilation systems.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 11. KSA: **Ability to diagnose and repair HVAC/R controls and computer controlled systems.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 12. KSA: **Ability to be effective and efficient in organizing, planning and scheduling projects.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 13. KSA: **Ability and skill to proficiently estimate labor man-hours and materials accurately for HVAC/R jobs using acceptable estimating standards.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 14. KSA: **Experience supervising and training non-certified HVAC/R technicians and inspecting work performed by sub-contractors.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 15. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

- * 16. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

- * Required Question